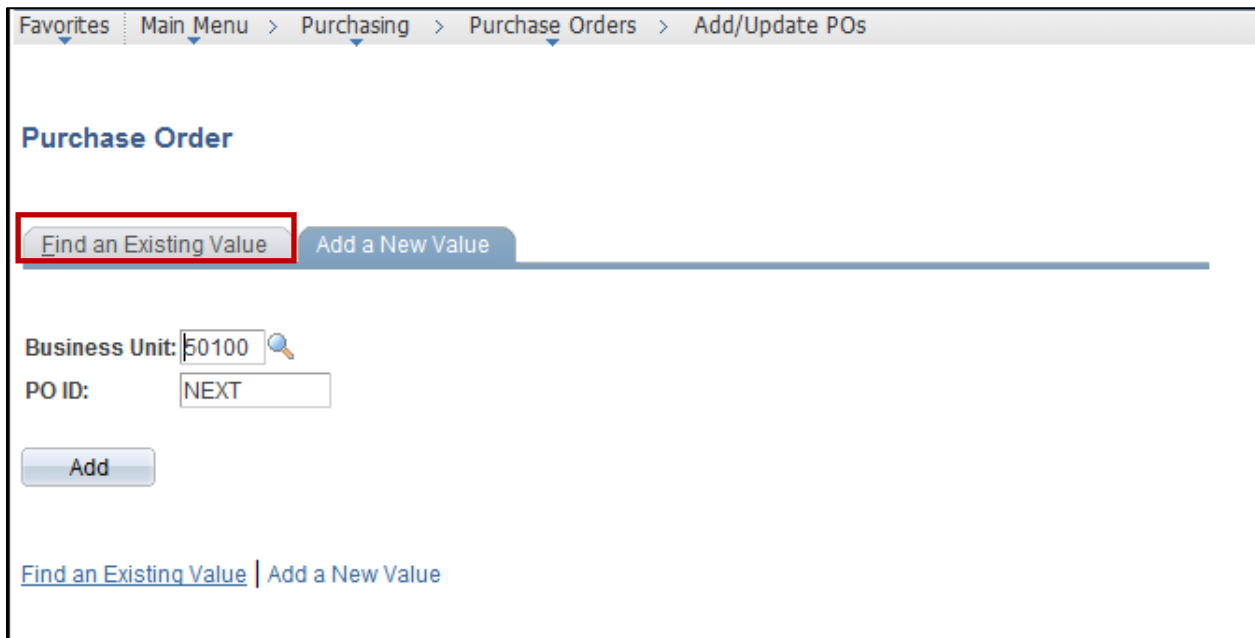### About Updating the ChartField Distribution on a PO when Vouchered

There are instances when a PO has been partially received/vouchered and due to fiscal changes in budgets or project coding, it is necessary to change/edit the chart of accounts distribution for the remaining balance. The following steps are performed by the Buyer.
Note: If necessary, Fiscal can change the ChartField Distribution on the PO voucher after the PO or Receipt is copied to the voucher.

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1 Navigate using the following path:

Purchasing > Purchase Orders > Add Update POs

2 The **Purchase Order Add a New Value** tab displays. Click the **Find an Existing Value** tab.

3   On the **Find an Existing Value** tab, enter the **Purchase Order** number in the **PO ID** field.

4   Click the **Search** button.

5   Click on the **Activity Summary** hyperlink.

6   The **Merchandise Amount**, **Invoice Amount** and **Merchandise Matched** information displays. Click on **Invoice** tab.

7   The **Amt Invoiced** and **Un-Invoiced** amounts are shown. Take note of these amounts and minimize page.

8 Click on the **Schedule** icon.

9   Click on the **Distribution/Chartfields** icon.

10   The **Distribution** and total PO amount display.

11   Scroll to the far right.

12   Click the **+** button to add another distribution line.

13 **Explorer User Prompt** pop up box displays. The number of rows to add defaults to **1**. Change the value if you need to add more than one line.

14 Click the **OK** button.

15 The two distributions are visible and available for edit.

16 Click the **scroll bar** to scroll right.

17 Change the amount on **Dist 1** to the amount already invoiced and vouchered. Use the **Activity Summary** page, which is minimized on your desktop, to capture the correct amount.

18 Insert the un-invoiced amount on **Dist 2**, from the **Activity Summary** (minimized on your desktop).

19 Insert a valid chart of accounts (distribution) into **Dist 2**

20 Click the **OK** button.

21 The **Maintain Purchase Order** page displays. Click the **Save** button.   Updating Chart of Accounts distribution is complete.

NOTE:

This job aid showed For PO's that are distributed by **Quantity**, the same process is followed, except for entering the quantities invoiced and unvoiced from the **Activity Summary** page.

Amount

Quantity